

DAILY ACTIVITY RECORD

Bag #	Name of Department	Activity Cashier Name	Register #	Business Date
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ACTIVITY CASHIER SECTION I

CENTS	#	\$		CHARGES	\$
NICKELS	#	\$			CREDIT CARD CHARGES
DIMES	#	\$			
QUARTERS	#	\$			
1/2 DOLLARS	#	\$			
TOTAL COINS				\$	*****NOTES*****
ONES	#	\$			
FIVES	#	\$			
TENS	#	\$			
TWENTYS	#	\$			
FIFTYS	#	\$			
HUNDREDS	#	\$			
TOTAL BILLS			\$		
CHECKS	#	\$			
M ORDERS	#	\$			
OTHER CHECKS	#	\$			
TOTAL CHECKS			\$		
CHANGE FUND (when turned in with receipts)			\$		
REFUNDS			\$		
TOTAL CASH TURNED IN			\$		
TOTAL SALES			\$		

CENTRAL CASHIER SECTION II

CASH TURNED IN		\$
CASHIER NAME		SIGNATURE

ACTIVITY MANAGER SECTION III

CLOSING REGISTER READINGS	
OVER RINGS	
UNDER RINGS	
REFUNDS (REGISTER)	
OPENING REGISTER READING	
ADJUSTED REGISTER READING	
CASH OVER/SHORT (MARK ONE)	<input type="checkbox"/> OVERAGE <input type="checkbox"/> SHORTAGE
MANAGER NAME	SIGNATURE

DAR ACCOUNTING CLERK SECTION IV

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[illegible]

TOTAL DEBITS/CREDITS	
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Explanation:

Prepared by:	Date:	Approved by:	Date:

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